

HR

Re last item under #2 (Training Notes): A memorandum explaining the background and our purpose in developing such a course will be forwarded shortly. Also we will include a list of executive secretaries that we feel would be helpful in contributing to the development of this course.

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13 April 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Report for the Week of
3 - 7 April

1. Courses

a. Midcareer Course: The course beginning 30 April will have 31 students, including two women and one black. The average grade is GS-13(1) and the grade range is from 12 to 14. The average age is 39.8 (four from the CS are 46 years or older, including one 50 year old). The average length of service is 12.6 years (four from the DDS and six from the CS have 16 or more years of service).

25X1A

d. USDA Graduate School Reading Improvement Course: Two more sessions of this course started as planned on 4 April. Twenty-two employees are attending the morning session in the C of C Building and 25 NPIC employees are attending the afternoon session [REDACTED]

e. Language: [REDACTED] of the Chinese faculty concluded a Chinese familiarization course for 9 OBG personnel who met twice weekly for eight weeks in their quarters in Rosslyn. A similar program for five CRS people began on 11 April at Headquarters.

f. Records Management: [REDACTED] C/Records Management 25X1A Branch, reported that a contract to utilize the services of [REDACTED] has been approved. [REDACTED] is an acknowledged expert in the field of records management and is tentatively scheduled to commence a series of records management briefings to senior Agency officials on 18 April. [REDACTED] A is working on scheduling a program of records management courses which he plans to start in the fall of the year with several presentations of one-day Workshops on Records Disposition, Files Maintenance, and Forms Improvement. He is expected to report to the Support School in late June or early July.

2. Training Notes

The Domestic Contact Service Eastern Regional meeting was held at the [REDACTED] from 5-7 April. There were 55 conferees and guest speakers. . . . We have assigned one of our new CTs (July 1972 Class), who has a degree in mathematics and previous intelligence experience, to FI/D on

an interim assignment. This is the first time a CT has had such an assignment in FI/D. . . . We have two candidates for IBM's Data Processing for Intelligence Community Executives in Poughkeepsie, 24-28 April: [REDACTED] and 25X1A

25X1A [REDACTED] Chief/Acquisition and Dissemination Division, CRS. There are five more spaces allocated to the Agency. . . . Enrollment in the 8 May Foreign Affairs Executive Seminar remains at five: two are from DDS, two from the CS, and one from DDI. . . . [REDACTED] K1A

OSP, are attending the Conference for Management and Program Executives sponsored by the Brookings Institution in Williamsburg, 9-21 April. . . . The 25X1A [REDACTED] has sent to the Language School 97 designees for Language Proficiency Cash Awards (LPCA) all of which are for Lao or Thai. This single group of designees more than doubles the total number of CS participants in the LPCA program. . . . [REDACTED] is developing a course for senior 25X1A secretaries. She intends to conduct interviews with senior secretaries and senior officers throughout the Agency to determine what substantive coverage (not clerical skills) should be given in such a course.

3. Briefings

There were four briefings given during this reporting period.

4. Guest Speakers

Attached is a list of high-level guests who will participate in OTR's programs to be conducted during the week beginning 16 April.

[REDACTED] 25X1A
for HUGH T. CUNNINGHAM
Director of Training